COMMITTEE PROCESS

**Key points to note**

**Promotions Committees**

The Promotions Committees will have available, through Queen’s Online:

a) The applicant’s **Applicant Statement and Evidence of Impact/ Deliverables**;

b) ECIT Director’s report for each applicant;

c) Minutes of the meeting of the School Committee;

d) Faculty Committees recommendation/Central Promotions decision (where appropriate).

**Faculty Promotions Committee**

Composition of Faculty Promotions Committees:

* Chair: Faculty Pro-Vice-Chancellor;
* Faculty Deans of Research and Education;
* 1 Dean of Research or Education from outside the Faculty;
* Heads of School from Faculty (**normally to include a minimum 50% of the Heads of School on a rotating basis).**

Committees will only consider information in relation to applicants’ performance up until the closing date. The Head of School/ ECIT Director will be present at the Faculty Committee when the Committee makes its recommendations. They can participate in the discussion but will not take part in the decision-making itself even if they are a member of the Committee.

**Central Promotions Committee**

Composition of Central Promotions Committee:

* Vice Chancellor
* Registrar and Chief Operating Officer
* Faculty PVCs
* Lay Senators
* PVC (Research)
* PVC (Education)

The role of the Central Promotions Committee is to moderate between the Faculty Promotions Committees to ensure a consistent standard has been applied. The Chairs of the Faculty Promotions Committees will present their assessments, explaining how their decisions were made and highlighting any case where a different decision was made by the Faculty Committee from that recommended by the School or where specific issues have caused difficulty. Final decisions will be taken in the light of evidence provided in internal and external reports. At this stage it may exercise its power to encourage an unsuccessful applicant to apply in the next promotion exercise.

Where the Central Promotions Committee determines that an applicant best meets a different grade profile it reserves the right to offer promotion to a grade different from that for which application was originally made.

Those whose applications are unsuccessful will be given an indication in writing of the main areas in which they do not meet the required profile. The ECIT Director will provide verbal feedback to each applicant, followed up in writing. Feedback must include clear guidance to the member of staff regarding the specific actions necessary to increase their readiness for promotion. The Faculty Pro-Vice-Chancellor should ensure they communicate relevant information from the Central Promotions Committee to the ECIT Director in order to inform the feedback to the applicant.

**Central Promotions Review Committee**

Composition of Central Promotions Review Committee:

* Pro-Vice Chancellor for Internationalisation and Engagement;
* Member of Professoriate;
* 1 Lay Senator (not previously involved);
* Director of Human Resources.

The Central Promotions Review Committee will be comprised of individuals not previously involved in the process.

The Central Promotions Review Committee will consider each case and will advise applicants of the outcome and its decision is final.

There should be female representation on all Promotions Committees.